



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 4<sup>th</sup> INFANTRY DIVISION (MECHANIZED)**  
**FORT HOOD, TEXAS 76544-5200**

REPLY TO  
ATTENTION OF

AFYB-CG

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G6-00-01- Cellular Telephone use in the 4th Infantry Division

1. REFERENCES.

a. Department of Defense (DOD) 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2).

b. Corps DOIM Policy Letter 99-01, dtd 7 July 1999.

2. This policy letter outlines the procedures and policies for soldiers and civilians using division funded commercial cellular telephones within the 4<sup>th</sup> Infantry Division (M). This policy is punitive and violations may be prosecuted under the UCMJ or punished appropriately under civilian personnel regulations.

3. Division funded cellular telephone users (CTU) are either command directed users or mission approved users.

a. Command Directed Users (CPU) are designated as selected division staff sections, major subordinate commanders, separate commanders, and select command sergeant majors as outlined in enclosure 1. These users will sign for their cellular telephone from the Division G-6 Telephone Control Officer upon assuming their duties and retain their telephone until they change duty position. These users are responsible for updating their hand receipt and maintaining control over use and care of their division funded cell telephone.

b. Mission Approved Users (MAU) are designated as those users whose submitted request (per enclosure 2) is approved by the Commander, 4<sup>th</sup> Infantry Division (M) for a specific mission/event. These users will sign for their cellular telephone from the Division G-6 Telephone Control Officer upon receiving approval from the Division Commander (or his designed representative) and will retain their telephone until the specific mission/event is complete. These users are responsible for care and use of their division funded cell telephone.

AFYB-CG

SUBJECT: Command Policy Memorandum G6-00-01 - Cellular Telephone use in the 4th Infantry Division

4. A cellular telephone paid for by the Federal Government is issued for personnel to conduct official military business and for authorized purposes only (JER 2-301).

a. "Official Use" includes communications that are necessary in the interest of the Federal Government as well as emergency communications. Upon approval by the division commander, official use may be extended to Government employees deployed away from home for an extended period of time on official business.

b. "Authorized purposes" includes personal use of communication assets when the use is of a kind that is reasonably made from the work place and approval has been received from the "Agency Designee." This policy memorandum constitutes Agency Designee approval and further defines authorized personal use for division soldiers. Specific examples include:

(1) Use of telephone to briefly check-in with family members.

(2) Use of telephone to schedule medical appointments, arrange auto or home repairs, and make similar appointments.

(3) Making a bank or financial transaction.

(4) Authorized personal use also includes brief communications (including long distance service) from a Federal Government employee in an official travel status made to family or friends, as appropriate, notifying them of schedule changes. When personal communications are made during work hours, keep the communications infrequent and short in duration.

(5) The Federal Government must not incur any long distance charges for personal communications; the employee must use toll-free numbers, reverse the charges, or charge the cost to a personal credit/telephone card.

(6) When calls are made under the circumstances noted above the date, time, and number called must be recorded for each incident of personal use. If the use of cellular phones results in a charge to the Government then the call must be reimbursed by the soldier/employee.

c. Even when the above guidance is followed, Federal communications assets may not be used:

(1) To solicit business, advertise, or engage in other selling activities in support of a personal business enterprise;

AFYB-CG

SUBJECT: Command Policy Memorandum G6-00-01 - Cellular Telephone use in the 4th Infantry Division

(2) To offer items for sale or for other personal purposes (e.g., selling an automobile or renting a private residence);

(3) To conduct fund-raisers or membership campaigns for non-Federal entities, other than those fund-raising activities permitted by JER 3-210, (e.g., CFC and AER). Announcing a fund-raising event or membership meeting is permitted.

(4) In any way which would reflect adversely on the Army or which is incompatible with public service (e.g., sending chain letters, harassing telephone calls or electronic mail, accessing sexually oriented Internet sites, or downloading sexually oriented material).

5. Employees use Federal Government communication assets with the understanding that:

(1) Use of such assets serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized;

(2) Use of such systems is not anonymous. For each use of the Internet, the name and computer address of the employee user may be recorded, as well as the locations searched;

(3) Most Government communication systems are not secure. Employees shall not transmit classified information over any communication system unless approved security procedures and practices are used (e.g., encryption, secure networks/workstations); and

(4) Employees shall not disclose communication system access data (such as passwords) to anyone, unless such disclosure is authorized.

6. EXPIRATION. This Command Policy Memorandum expires 8 July 2000, unless superseded or rescinded.

7. POC for this policy is the Division G-6 at 618-7696.

*ORIGINAL SIGNED*

RAYMOND T. ODIERNO  
Major General, USA  
Commanding



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, XXXXX BRIGADE  
4TH INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544-5200



ENCLOSURE 2 (SAMPLE REQUEST)

AXXX-XX

10 APR 00

MEMORANDUM THRU

COMMANDER, 4<sup>TH</sup> INFANTRY DIVISION (M); ATTN: ACoF S G-6 TCO

FOR CHIEF OF STAFF, 4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED), FORT  
HOOD, TEXAS 76544

SUBJECT: Request for Cellular Telephone in Support of Bright  
Star Deployment

1. Request the authorization of a division cellular telephone in support of deployment operations for Bright Star.
2. Cell phone use will facilitate the movement of personnel and equipment to railhead locations at Fort Hood, Texas that do not have telephone access.
3. Primary user for this phone will be the Brigade S4, MAJ Trans.
4. POC for this action is the Brigade S-6, MAJ Sparky at 698-3444.

/s/  
JOHN R. RIGHT  
LTC, AR  
Executive Officer